

6-3-6. Duties of Assistant Chief Administrative Officer(s).

Subject to the limitations and requirements of applicable budget and fiscal appropriations, the City Administrator may appoint one or more **qualified** Assistant CAO's to perform any of the duties of the City Administrator including, but not limited to, the following:

- (a) assist the City Administrator in his/her duties overseeing the operations of the City;
- (b) serve as the acting City Administrator in the absence of the City Administrator;
- (c) supervise any departments, functions, divisions, or personnel as assigned by Mayor or City Administrator; and
- (d) complete special studies, assignments, project management, and other duties as assigned by the Mayor or City Administrator.

6-3-7. Qualifications of Assistant Chief Administrative Officer(s).

The Assistant Chief Administrative Officer(s) shall be appointed based on the following minimum qualifications which shall include, but not be limited to:

- (1) Education: Requires a bachelor's degree or master's degree or higher in public administration, business management, accounting, or a related field; and
- (2) Experience: Requires five years of full time work experience in municipal administration with progressively increasing responsibilities. An additional two (2) years of full time municipal work experience may be substituted for the education requirement of the master's degree.
- (3) **Prospective candidates with at least four years of full time work experience in municipal administration may be hired as an interim Assistant Chief Administrative Officer until the five years requirement experience is met.**

Knowledge: A knowledge of public administration management, supervision, planning, budgeting, accounting, governmental finance, personnel principles and practices, municipal laws, ordinance and regulations.

Commented [KF1]: If worded this way, the minimum education requirement is a bachelor's degree. So in number 2 where it says "an additional 2 years of full time municipal work experience may be substituted for the master's degree" does this apply to the bachelor's degree as well? Or is this intended to add another option – meaning that they must have a bachelor's degree plus 7 years of experience to qualify?

Commented [KF2]: Is this option intended to only be available to someone with the bachelor's degree? What about the option listed in #2 for the person who has 7 years of experience but no degree? Could they become an interim employee with 6 years of experience?